Request for SPOT User Name and Password Account

Contractor companies who require access to SPOT may request a user name and password account through a registered SPOT Government user (contracting officer or supporting organization Government user). The Government user acts as a proxy and requests the account through SPOT. This type of registration will void the need for an AKO email account.

The contractor (unregistered user) should provide the following information in writing (e-mail, letter, fax, etc.) to the registered Government user:

- First name

- Last name

- Office phone

- Primary e-mail

- Alternate e-mail (an alternate email is required and must be different than the primary email)

- Company (For companies requesting access as Company Administrators)

- Government Organization (For Government organizations requesting a contractor be provided access as a Government/Contract Administrator)

- Sponsoring POC first name

- Sponsoring POC last name

- Sponsoring POC office phone

- Sponsoring POC primary e-mail

 The Sponsoring POC for a contractor registering as a Company Administrator is the unregistered user's company supervisor or Human Resources (HR) representative who can validate the unregistered user's need to access SPOT.

 The Sponsoring POC for a contractor who is registering as Government/Contract Administrator is the unregistered user's Government/military supervisor who can validate the unregistered user's need to access SPOT.

 The Sponsoring POC for a non-Army Government/military user who is registering as Contract/Government Administrator is the unregistered user's Government/military supervisor who can validate the unregistered user's need to access SPOT.

The Government user will enter the provided information in SPOT. When the registration is complete, SPOT automatically generates an email to the unregistered user stating that a user name and password account has been requested. The SPOT Customer Support Team will contact both the unregistered user and the sponsor requesting account justification. The account will be activated once the sponsor provides justification. When the account is approved by the SPOT Customer Support Team, an email is automatically sent to the unregisterd user providing a user name and password

To log-in, go to https://spot.altess.army.mil, select the "Login to SPOT using my user name and password", enter your SPOT generated user name and password. Immediately on logging in, you will be asked to change your temporary password. SPOT allows password account holders to change their passwords as needed and requires a password update every 120 days. The system will display a password expiration date reminder on the Home page view starting 30 days prior to the expiration date.

For registration assistance, please contact:

Email: SPOT@Technisource.com
Phone: 717-506-1368
Web Chat: http://chat.intellimark-it.com/spot/spot.htm